Administrative Policies and Procedures: 21.4

Subject:	**Standardized Student Transcript and Report Card**
Authority:	TCA 37-5-105; 37-5-106
Standards:	None
Application:	To All Department of Children's Services Education Employees, DCS Group Home Supervisors, Youth Development Center Superintendents, Principals, Teachers, and Other Education Personnel

Policy Statement:

A standardized transcript shall be used at all DCS approved schools to report student information to other school systems. Student academic grades shall be reported regularly and consistently during the school year to each student and to his or her parents if the student is less than 18 years of age.

Purpose:

To ensure that DCS approved schools report student progress utilizing transcripts and report cards consistent with the rules and regulations of the Tennessee Department of Education.

Procedures:

A. School year	The school year for DCS facilities begins on **July 1** and extends through **June 30** of the following year.
B. Transcript	All DCS School System schools must use the standard transcript form, **CS-0170, Student Transcript**.
C. DCS credits and grades	A transcript sent to a school or agency outside of DCS must report: 1. All courses taken in the DCS school system and accumulated courses to date; 2. Number of hours for current courses in progress; and 3. Grade earned in each course.
D. Previous credits	DCS transcripts must list the credit information received from all previous schools attended.
E. Course listings	DCS transcripts must list specific titles for high school courses as described in the State Department of Education's *Correlations of Course Codes and Endorsement Codes* for the current year (titles such as "*math*," "*social studies*,"

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	and "*vocation*" are not specific).
F. Report card	**1. Standard form** Form ***CS-0051, Individual Student Cumulative Report Card***, must be used to report grades to students and parents. **2. Contents of Cumulative Report Card** a) Each grading period must be represented on the ***Individual Student Cumulative Report Card*** by a column in which the following are recorded: ♦ Date the period ended, ♦ Student's grade, and ♦ Number of hours in class. b) The columns for reporting grades are located to the right of the column in which the course name is listed. c) The first column reports grades from the first six-week's period; the second column reports grades from the second six-week's period, etc. **3. Continuing vs. new report card** a) One report card is used for each grading period until the card is full or until the student is released, whichever comes first. b) A student re-entering the facility school is issued a new card.
G. Grading period	**1. Length of grading period** The period for reporting grades is six weeks, defined as thirty (30) school days minus holidays, even though classes may be held on the holiday. **2. Schedule of reporting periods** The DCS Director of Education must send a yearly schedule that includes report card due dates to each school principal at the beginning of each school year. This schedule is identified as the school calendar.
H. Records	The original of the Individual Student Report Card must be maintained in the student's education file which is a part of the master DCS case file.
I. IEP progress	At each grading period, any student with an Individual Education Plan (IEP) must have documentation summarizing progress made toward meeting IEP objectives.

Forms:	**CS-0170, Student Transcript**
	CS-0051, Individual Student Cumulative Report Card

Collateral documents:	*State Department of Education's Correlations of Course Codes and Endorsement Codes* **http://www.state.tn.us/sos/rules/0520/0520.htm**